

Facilities Services Weekly

August 31, 2020

ADMINISTRATION ● FACILITIES OPERATIONS ● ENERGY MANAGEMENT ● ZONE MAINTENANCE
ADMIN. & SUPPORT ● COMMUNICATION & INFO SERVICES ● UTILITIES ● DESIGN ● CONSTRUCTION

Congratulations to our September Employee of the Month, Sam Ledford!

Chancellor Plowman Department Zoom Call on Thursday, 9/3

Chancellor Plowman will address our Facilities Services Team on September 3 to convey her thanks for all our team is doing. Because of her schedule the FS Zoom Meeting will start at 3:30PM. Be sure to mark your calendar and join in!

September Flu Shot Clinic

On Wednesday, September 9, Student Health Services will be at the Facilities Services Complex from 8:30a-11:30a and again from 1p-3:30p. This year, all members of the campus community will need a flu shot unless they receive an exemption. All FS employees are eligible to receive this vaccine during the clinic, and those on the state's health insurance plans can do so for free (be sure to bring your CVS/Caremark card!) Otherwise, these shots will be \$25 in cash or check.

Be sure to have a copy of the shot waiver and vaccine administration record ALREADY FILLED OUT prior to your appointment time. Contact Anna Best at ahamil24@utk.edu to schedule a time or to retrieve the shot waiver and vaccine administration record.

COVID - 19 Updates

Please be sure you are checking emails from Sam Ledford. To see the most recent COVID-19 briefings, visit <https://www.youtube.com/watch?v=g5W-KDzrvKk>. If you missed any of the COVID-19 briefings, they can be found at the links located on page 5 under Communications & PR.

Helpful Hints From The Haberdasher

If you are leaving UT, you need to turn your uniforms into your supervisor and let them know how many shirts and pants you have out to be cleaned. By doing this, you avoid the possibility of being charged for missing uniforms on your last paycheck. Everyone that works five days per week should have a total of 11 sets of uniforms. If you fail to return your uniforms, you could be on the hook for up \$600 or even more especially if they are FR rated uniforms.

Supervisors and Foremen need to email me at jtolber3@utk.edu within 24 hours of an employee leaving with the total count of what was returned. - Jim Tolbert

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FS WEEKLY CONTINUED:

ADMINISTRATION

Special Projects:

- Veronica Huff has volunteered to be our Facilities Family Support Center Coordinator, so if you have a need (either physical or emotional) during this time and want to anonymously seek out help, please reach out to Veronica via phone, text, or email during regular business hours (8a-5p), and she will work to make sure those needs are met if at all possible. Rest assured that those needs will not be shared by name. We know that this is a really challenging time for most of us. If your household income has been cut due to layoffs or you're struggling emotionally or mentally, please know that we want to make sure you're cared for. Veronica can be reached at vhuff@utk.edu or 865-382-1779.

FACILITIES OPERATIONS

Building Services:

- Hodges Library: 6th floor Office pod area carpets were shampooed and cleaned, 5th floor Men's and Women's bathrooms were scrubbed out and cleaned. Also, main aisles in between book stacks were vacuumed and carpet cleaned. 4th floor study carrels were all wiped down with graffiti wipes and disinfected with HDQ and Clorox wipes. 4th floor in main lobby area by main elevators were cleaned from leak. 3rd floor study carrels were all wiped down with graffiti wipes and disinfected with HDQ and Clorox wipes. Also, carpet area from roof leak was cleaned with carpet shampooer. 2nd floor Main lobby was disinfected with HDQ and Clorox wipes, and we used the 360 machine after disinfecting. 360 machine was also used in office area behind main desk and break room area. Study rooms on South Commons side had the Glass and floors scrubbed out. 1st floor Main Dock area was top scrubbed and sprayed with 360 Machine. Reading room bathrooms were scrubbed out. Ground floor Veterans office main Lobby area carpet was shampooed. OneStop area disinfected and sprayed with 360.
- Melrose: G building 1st floor carpet area around main desk and elevator was carpet cleaned. Area where coke machine was moved was stripped and waxed. E&F-

Sprayed with 360 machine.

- Tyson House: 3rd floor Office pod area carpet was cleaned. 2nd floor room 204 carpet was shampooed where leak was.
- Greve Hall: All bathrooms on floors 2-6 toilets, Urinals and sinks were scrubbed out with foaming Q&A and polished with cream clean, rooms 309, and 206 were carpet cleaned. Key shop custodial closets was scrubbed out and sink area was scrubbed with Q&A.
- Henson Hall: All bathroom sinks and toilets were cream cleaned.
- HBB: Ground floor break room was disinfected and sprayed with 360 machine, both Men's and Women's bathrooms were scrubbed out with orbital machine. 3rd floor bathrooms were scrubbed out with orbital machine. 4th floor waxed floors were scrubbed and high speed cleaned. 5th floor room 501 was disinfected and sprayed with 360 machine.
- SMC: All bathrooms were cleaned with cream clean, ground floor classroom area outside was cleaned of all derbies. Emergency stair wells were scrubbed and mopped from ground to 4th floor. Fire hydrant area dusted and cleaned on all floors.
- The carpet inside of Panhellenic has been vacuumed and extracted. All of the restrooms have been cleaned/detailed the furniture inside the classrooms inside the Panhellenic has been cleaned/disinfected. All of the hard surface floors have been swept and mopped.
- We came in early Friday (8-28-20) to scrub the VolShop floors inside the Student Union Phase I.
- We had a COVID-19 call inside of the Vol Tech shop we responded to Wednesday (8-26-20). We went in the store and wiped down all of the touch points and we used the Clorox 360 as we exited the store.
- We had a COVID-19 call at the College of Nursing that we responded to Wednesday (8-26-20). We wiped all of the touch points inside the room and used the Clorox 360 as we exited the lab.
- All during this project week we have been doing regular duties and cleaning and disinfecting classrooms and restroom each day this week.
- We conducted clean-ups at A&A and Ceramic Shop. Our main focus is cleaning before classes and disinfecting classroom when they let out so new students and staff members can see us doing our part of trying to make

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FS OPERATIONS CONTINUED:

their areas safe as possible and always wearing our PPE at all times.

Landscape Services:

- We continue to prune, mulch and get the landscaping ready for fall semester.

Sanitation Safety:

- Our team has provided pest control for Housing during move-in and we have been coordinating and performing BioProtect treatments in classrooms across campus with BELFOR.
- We caught more raccoons at Concord.
- Worked on monthly building interior PMs.
- Worked on bi-annual building exterior PMs.
- Completed on-demand Pest Control work requests.

ENERGY MANAGEMENT

UT Office of Sustainability/Recycling:

Recycling Totals for August 23 to August 29:

- Bottles/Cans: 1,000 lbs.
- Paper: 4,880 lbs.
- Cardboard: 14,440 lbs.
- Manure: 11,140 lbs.
- Food: 14,430.80 lbs.
- Total: 45,891 lbs. / 22.95 tons
- Pallets: 118

Recycling Totals for Fiscal Year 2020:

- Bottles/Cans: 13,960 lbs. / 6.98 tons
- Paper: 49,920 lbs. / 24.96 tons
- Cardboard: 109,340 lbs. / 54.67 tons
- Manure Compost: 82,570 lbs. / 41.29 tons
- Food Compost: 50,445 lbs. / 25.22 tons
- Total: 306,235 lbs. / 153.12 tons

ZONE MAINTENANCE

Zone 1:

- Working on staying up with work orders.
- Still having issues with the new chiller at the Carricks and Reese.

- Having new domestic water pumps installed at the Carricks.

Zone 2:

- Unlocking doors
- Putting up room closed signs and taking them back down.
- Answering calls.
- Working on PMs
- Walking building assessment team around buildings.

Zone 3:

- Conference Center: Assisting contractors with remodel, changing filters and servicing AHUs. We are painting in the boiler room and conducting maintenance on building. Our team is completing daily walk throughs, logging equipment, weekly generator test run, assisted construction crew, daily building lock down, trash removal, sink repair on the fourth floor, repaired and adjusted entrance door.
- Haslam Business: We are completing lighting repairs, conducting generator exercises and checking equipment.
- SMS: Corrected seating in G4 for social distancing, third floor lighting repair, completed filter changes and conducted general maintenance.
- Hodges Library: Valve rebuilt on third floor and conducted general maintenance.
- Melrose Hall: Conducted general maintenance.
- Baker Center: Equipment check and changed filters.
- VolShop: PM checks.
- International House: Equipment check, hang paper towel dispensers at Greve Hall.
- Dunford Hall: Equipment checks and replaced A/C units in rooms 2433 -2421.
- Henson Hall: Equipment checks, repaired lights on the second and third floor and fixed A/C unit on third floor.
- Taylor Law: Daily walk throughs and light repair.
- Panhellenic: Daily walk throughs, paint ceiling tiles, replace bulbs, fix carpet that was pulled up, tack strip, and tape seams.
- Blount Hall: Daily walk throughs.
- Hoskins Library: Condensate leak in building.
- Carriage House: Daily walk throughs.
- UTPD: Various calls.

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ZONE MAINTENANCE CONTINUED:

- Tyson House: Check machine rooms, doing daily walk throughs and room to room checks
- Greve Hall: Checking room to room for mold, checking machine rooms and changing out old a/c units.

Zone 4:

- Rewiring dish machine at the Student Union.
- Maintaining drains and completing PMs on air handlers in all dining halls.
- Repairing hot well at PCB.
- Replacing damaged ceiling tiles in all dining halls.
- Cleaning air returns in all dining halls.
- Repairing conveyor system at Anderson Training
- Repairing sink baskets in Student Union Phase II.
- Repairing dish machine at Stokely.
- Repairing ice maker at PCB.

Zone 5:

- At Neyland Stadium, we replaced and repaired pole lights on 1st floor and changed to LED lights as needed.
- At Football Complex, we checked and adjusted chemicals in pools.
- At Allan Jones Aquatic, we checked and adjusted chemicals in pools
- At Wayne Basler Boathouse, we changed lights in looker room to light panels.
- At South Stadium, we changed flush bearing on toilet.
- Throughout the zone, we are conducting general building maintenance.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Generator logging.
- Compile information for weekly letter.
- COVID-19 prep in classrooms.
- Opening doors for teaching.
- Install hand sanitizers zone wide.
- Changing filters air handler units.
- Install towel dispensers zone wide.

Zone 7:

- At Ferris Hall, we conducted daily walkthroughs, weekly walkthroughs and mold checks. Fixed ceiling leak in 302. Fixed condensate leaks on chilled water lines between 1st and 2nd floor and 2nd and 3rd floor.

- At Perkins Hall, we conducted daily walkthroughs, weekly walkthroughs and mold checks. Fixed stopped drain B067. Fixed desk drawer P110.
- At Alumni Memorial Building, we conducted daily walkthroughs, weekly walkthroughs, mold checks and ran generator.
- At Min Kao, we are doing switch covers, opening doors, adjusting some doors and working on some lights.
- At SERF, we are cleaning machine rooms, fixing lights and changing belts.

Zone 8:

- We will work to make sure all of our August Archibus work requests are completed.
- One Call is extremely busy with calls and student transports.
- We recently had to rebuild one of our primary pumps at Morgan Hall.

Zone 9:

- Our LED lighting conversion continues at the Middlebrook building.
- We will continue to provide the highest level of customer service possible for our faculty, staff and students.
- We continue to monitor all of our buildings for mold and mildew due to high humidity levels.

ZM Specialties:

- Repaired one handicap button at SMC.
- Repaired lights in G-10 Parking Garage.
- Replaced windows at Clement Hall.
- Installed new lights at Andy Holt Garage.
- Repaired handicap buttons at Student Services.
- Repaired fire windows at several locations on campus.
- Diagnosing problems with Fume Hood at Dabney.
- Checking and Balancing chilled water flows at Tickle Engineering.
- Delivery and pick up of several lifts requested by other departments.
- Assisted contractors with installation of large glass at Neyland Stadium.
- Checking and diagnosing chilled water flow issues for Reese Chiller Plant and Carrick dorms.
- Delivered two hand sanitizers stands to the President's office at Andy Holt Tower.

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COMM & INFO CONTINUED:

- Cleaned and reseated several video camera lenses outside of Facilities Services.
- Hauled a few truckloads of pea gravel for weighting the bases of the hand sanitizers stands.

Lock and Key Services:

- Music Center – repair lock & rekeyed all practice rooms.
- Austin Peay – repair lock.
- Perkins Hall – install Mortise electric lock.
- Veterinary School – repair lock.
- Andy Holt Tower – disable exit locks.
- Haslam Business – repair lock.
- A&A – change combination lock.
- Nursing – assist with cabinet locks.
- Front Office – busy with new fall semester key request & checkouts.
- University Housing – many recores and repairs, assisting as needed.

COMMUNICATIONS & INFO SERVICES

Communications & Public Relations:

- The 2020 Annual report is currently being compiled. Please send information to Anna Best by Friday, September 11.
- COVID-19 briefing links:
- Briefing #1 <https://youtu.be/PVIsb9SLLzk>
- Briefing #2 https://youtu.be/Ko_ZXrFGers
- Briefing #3 <https://youtu.be/wJyv7PjhwgU>
- Briefing #4 <https://www.youtube.com/watch?v=8SKqX4IvhII>
- Briefing #5 https://www.youtube.com/watch?v=df_bTaJDj_4
- Briefing #6 <https://youtu.be/hk-R6XvqZDk>
- Briefing #7 <https://youtu.be/oL1bKp3xkjq>
- Briefing #8 https://youtu.be/4_oWaPxxvENk
- Briefing #9 <https://youtu.be/ICnPSEsmxsY>
- Briefing #10: https://youtu.be/pufGH_NMumI
- Briefing #11: <https://youtu.be/mzUID7D1X2c>
- Briefing #12: <https://youtu.be/6rqP8-2i7HM>
- Briefing #13: <https://youtu.be/igAzax1yoBs>
- Briefing #14: <https://youtu.be/igAzax1yoBs>

- Briefing #15: <https://youtu.be/yLGpEAupGBM>
- Briefing #16: <https://youtu.be/5RwzrEH8Zow>
- Briefing #17: <https://youtu.be/rtoywdyJ-tI>
- Briefing #18: <https://youtu.be/nHbSbNCmaFE>
- Briefing #19: https://youtu.be/m_7RTfU8MoU
- Briefing #20: <https://youtu.be/t-Acd7ScfTs>
- Briefing #21: <https://youtu.be/LFHyxEqcCxc>
- Briefing #22: <https://www.youtube.com/watch?v=WjUM2JNOrJ4>
- Briefing #23: <https://youtu.be/npobJvf7Y4I>
- Briefing #24: <https://youtu.be/fK9GeogCOh4>
- Briefing #25: <https://www.youtube.com/watch?v=g5W-KDzrvKk>
- Be sure to check any emails from Sam Ledford concerning COVID-19 updates.
- You can find the most recent issue of The Facilitator by visiting: <https://fs.utk.edu/facilitator>.
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.
- The Summer Projects Report is out now! Visit tiny.utk.edu/FSsummer to see all that Facilities has been working on!

Employee Training & Development:

Training News:

- Archibus Version 24 will be available in September. Training for this new version is currently available in K@TE. You can logon at <http://kate.tennessee.edu> and search for “Archibus” in the search box in the upper right corner of the screen to see all nine training courses (when the Global Search window opens you’ll need to click “Show More” at the bottom right to view all available Archibus material – the initial search only shows the top 5 training courses). The titles for each course that should be taken are listed below:
 - Archibus Overview
 - Archibus Warehouse Issues
 - Archibus Work Request Billing
 - Archibus Processing Work Orders
 - Archibus Condition Assessment Part 1
 - Archibus Condition Assessment Part 2
 - Archibus Submitting and Receiving PDs
 - Archibus Submitting a Leave Request
 - Archibus Business Manager Approval/Rejection

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COMM & INFO CONTINUED:

- of Work Requests
- Supervisor's Toolkit will take place October 5 - 8 from 9am - 12pm.
- We have four new employees in New Employee Orientation this week!
- Your 2020 OSHA Training can be accessed at any time at <https://tennessee.csod.com/samldefault.aspx>. Sign in with your NetID and password. Then, click on "Your Transcript" and "Launch" to load the training. Remember that this training is available throughout the year and can be completed at any time. Please contact the Training Unit with any questions you may have.
- While working remotely, there are many different training opportunities that you can take advantage of. Please check your email inbox for messages from Rebecca Alcorn that contain links and further information. If you have questions, please contact Rebecca.

IT Support and Maintenance:

Contact info for our team is as follows:

Jim McCarter -

Cell: (865) 438-0708

Email: jvm@utk.edu

Tim Baker -

Cell: (865) 206-6954

Email: tbaker41@utk.edu

Shawn Benson -

Cell: (423) 620-9913

Email: sbenson7@utk.edu

- The LiveSafe app is available to install on your phone for free and has many useful features designed to enhance your safety and security on and around campus. It's a great way to quickly access safety related resources, such as emergency procedures or campus alerts, report security issues, or connect with the UTPD.
- There is now a way to submit the daily screening from your phone. You can download the Tennessee App (its free) Once downloaded, click Faculty and Staff at the bottom to access daily screening questions.
- COMING SOON! UTK Facilities Services will be upgrading to Archibus v24 in September.
- Remote Work Assistance.
- Computer Upgrades.

- New Workstation Installations.
- Printer Maintenance.
- Purchasing.

UTILITIES SERVICES

A/C Services:

- Working on geo thermal loop flush at Alpha Delta Pi.
- Working on cooling tower bearing repair at JARTU.
- Began tearing out old system at SERF.
- Repaired cooler in Steak and Shake at Student Union.
- 3rd floor walk in repairs at Presidential Court.
- AC repair at elevator mechanical room at Hess.
- Walk in cooler repairs at Bass.
- Ice link repairs at Student Union Phase I.
- Repairs on Aeon units at Stokely.
- Ice machine replacement in the Subway at Student Union Phase I.
- Unit repairs on roof at Henson Hall.

Electrical Services:

Security/Fire Alarm Group:

- Assisted E.H.S. with fire drills at Reese, Carrick, Orange, White, Dogwood, Fred Brown, Morrill Pump House, Hess, Massey, Clement, Vol, Laurel and Stokely.
- Fire panel trouble and repairs at Hodges, Dougherty, Delta Zeta, Lake Ave Day Care, Carrick Hall, Food and Safety, Dogwood Hall, White Hall, Phi Mu, Laurel Hall, Magnolia Hall, SMC, Perkins, SERF and Melrose.
- Made repairs from fire panels testing report at Thompson Boling Arena.
- Disabled and Enabled devices for contractors at Carrick Hall.
- Changing out card readers at Golf Facilities.
- Reprogrammed readers installed at Rowing and Golf.
- Programmed new card readers at Panhellenic.
- Door latch issues at Perkins.
- Controller #4 offline. Installed new one at Thompson-Boling Arena.
- Doors key locked down. Dog down panic bars at Andy Holt and Dougherty.
- Worked with key shop to replace mortise lock at Perkins.

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- Working on reader issue on 2nd floor at Dunford Hall.

High Voltage:

- Daily 1-800 marking.
- Pumping vaults on campus.
- Working with Master Drillers and general contractor with test drilling on brick pavers on west side of Neyland Stadium.
- Working with grounds department with drilling holes for campus tent sites.
- Unloaded and assisted with connection with new vista switch at the Baseball Substation.
- Replacing damaged pole that was hit at Volunteer/ Mall Crossing.
- Training on K@te.
- Replaced batteries on boom truck at Facilities.
- Met with electrical designer for Jumbotron at Neyland Stadium.
- Checking outdoor lights and making list of lights to repair on Campus.
- Checking on an inactive outdoor light pole (KUB) that needs to be addressed by design regarding warranty at Neyland Thompson.
- Maintenance on boom trucks to prepare for drilling holes for tents.
- Replaced LED bulb on bollard not working at Steam Plant S-23.
- Checking on pole light not working at A&A.

Secondary Electrical:

- Repaired lost neutral in outlet at Fred Brown.
- Repaired 3rd floor concession stand switches at Neyland Stadium.
- Scheduling outage to replace breaker at SERF.
- Replacing disconnect in penthouse at Hodges Library.
- Cleaned out electrical room in chiller plant at Andy Holt.
- Online training on K@te.
- Working on power issue in room 105 at SERF.
- Working on power issue in room H132 at Hess Hall.
- Repairing power issue for PVI at Jessie Harris.

Plumbing Shop:

- TN 1 Calls on campus.
- Pumped steam vaults on Campus.

- Installing sensor faucets across Campus.
- Installed handrails on campus.
- Replacing showers on 2nd-12th floors at North Carrick.
- Repairing condensate pumps at Plant Biotech and Jessie Harris.
- Unstopped drains at Hess.
- Working on domestic water pump at Carrick Hall.
- Welding trailer for Recycling.
- Repaired hot water at North Carrick.
- Investigating low water pressure at Mossman.
- Repaired leak on hot water at Hodges Library.
- Repairing acid drain leak at SERF.
- Installing sump pump and steel plate lid at Hoskins Library.
- Replacing 1 1/4" condensate steam line at Thornton.
- Replacing cast iron drains at North Carrick.
- Repairing drain and water heater at Vol Hall.
- Repairing water leak at Claxton and Stokely.
- Repaired toilet at Claxton.
- Investigating water pressure issues at Strong Hall.

Steam Plant:

- Continued to check on insulating in condensate tank.
- Worked on issues with boiler circulator.
- Training.
- Produced over 12 million pounds of steam.

CONSTRUCTION SERVICES

- Anderson Training Center: New flooring, paint, and utilities for new tubs
- Art & Architecture: New counter tops in 1st floor restroom; Repair carpet in 224; Dimming controls for lighting 215A
- Ayers Hall: Install lockers in G012; Soundproof doors 208 and 247
- Campus: Window replacements- Perkins Hall; Install license plate cameras; Replace University Seals; Volunteer First Impressions Contest projects; Wellness Screens; Install tents on campus
- Clarence Brown Theatre: Provide emergency locking for assembly spaces
- Communications: Renovate 227 and 447-offices and meeting room; Paint 339; Paint and carpet 328; Minor renova-

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CONSTRUCTION CONTINUED:

- tions 83; Paint 230; Paint 472
- Dougherty Engineering: Paint 210; Carpet and paint 208 and 508; Ventilation for equipment 304 and 305; Carpet 304, 312, 406, 410 and 503
- Dunford Hall: Paint and carpet 4th floor corridor; Paint and carpet 2429; Paint and carpet 2332, 2333, 2424, 2425 and other misc. work; Wall repair and carpet cleaning 2304
- Early Learning Center: Additions to playgrounds at White and Lake Avenues
- Food Science Building: Connect freezer and cooler in Pilot Plant to emergency power
- Hoskins Library: Renovate 114 for classroom
- Jessie Harris: Paint 418 and 421
- JIAM: Mechanical analysis to determine capacities to add more fume hoods
- McClung Museum: Replace doors 6, 7, stairwell; New doors on 64
- Min Kao Engineering: Reinforced walls with door and window 117
- Morgan Hall: Renovations per POCA
- North Greenhouse: New lights 109
- Perkins Hall: Install air filter in S008
- Presidential Court: Repair doors at loading dock
- Sigma Chi Fraternity: Install sink, toilet and fire alarm device
- SMC: Renovate 2nd floor-paint, carpet, lighting
- SERF: Remove cold room in 626
- Sherri Parker Stadium: Corrections for SFMO; Redo concrete ramp; Replace door and frame to maintenance shop
- Strong Hall: Ceiling mounted dust collector B010; Improve ventilation for cylinder cabinet and vacuum pump manifold 728
- Student Services: Remove cubicles for renovations 111B, 111R, 111J
- Student Union: Signs for various areas; Emergency locking; Shell Space Buildout; Door hold open devices for Student Engagement; New bench seating (phase 1); Install back-up ice maker
- Thackston School House: Renovate for Pediatric Language Center
- Tom Black Track: Add water line at main gate; Raise drain to ground level
- UT Visitor Center: Renovation for Creamery
- Vet Med Center: Lobby renovations

FACILITIES SERVICES Employee Comment Box Locations:

- Facilities Services Complex Break Room
- Facilities Services Shop Area
- Steam Plant (near time clock)
- Neyland Biology Annex near room 128
- Ellington Plant Science room 4
- SERF outside of room 426
- Former Sanitation Safety (Pest Control) Area at Facilities Services Volunteer Blvd. Location
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox.



To suggest an additional box location, or for more information, please contact Sam Ledford at sjones80@utk.edu.